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FINANCIAL ANALYST
CMH11-001

Kalamazoo Community Mental Health and Substance Abuse Services is seeking a diversity minded individual to fill a full-time Financial Analyst position. Responsibilities include development of budgets and preparation of financial reports. This position will be responsible for a thorough analysis of financial and program service data and assure compliance with local, state, and federal regulations. The successful candidate will oversee sub-contracts and authorizes financial transactions; assists in preparation of audit work papers and state government reporting. Work on provider claims and finance issues related to Avatar Software and provider communication. Requires Bachelor's Degree in Accounting, Business Administration or a related field and three years experience in cost and fund accounting, budget development and analysis or an equivalent combination of relevant experience and education; advanced knowledge of Microsoft Excel. Knowledge of substance abuse, claims processing, payable and payroll procedures Great Plains Accounting software desirable; starting salary is \$42,400. Excellent benefits package. Send, fax or e-mail resume to: HR Generalist, KCMHSAS, 1st Wing 4th Floor, 3299 Gull Road, PO Box 63, Nazareth, MI 49074, Fax (269) 553-8012, Email: hr@kazoocmh.org. Refer to job number 11-001 when inquiring.